

**REQUESTING  
MEDICAL AND  
MENTAL HEALTH  
RECORD  
INFORMATION**

Information from medical and mental health records is frequently necessary to complete a CPS investigation, to provide information to the court, or to develop a more comprehensive services plan in a CPS case.

The Child Protection Law, the Public Health Code (1978 PA 368, MCL 333.2640 & 333.16281) and the Mental Health Code (1974 PA 258, MCL 330.1748a) provide the legal authority and obligation for these providers to share their records with CPS, even without the client's consent.

If records requested verbally are not forthcoming from providers, CPS is to make the request in writing, using the Children's Protective Services Request for Medical Information (DHS-1163-M) form or Children's Protective Services Request for Mental Health Information (DHS-1163-P) form. Both are available as Word templates and included in the Reference Forms & Publications Manual (RFF).

If the written request is still denied by the provider, the local office is to send a copy of the denied request to the CPS program office in Lansing. The CPS program office will then contact the Department of Community Health for assistance in obtaining the needed records.

In an emergency, the local office CPS unit must seek the assistance of the local prosecuting attorney and Family Division of Circuit Court to obtain records which are needed to protect the child or complete an investigation.